

Deleting Career Sea Pay Neutral Time


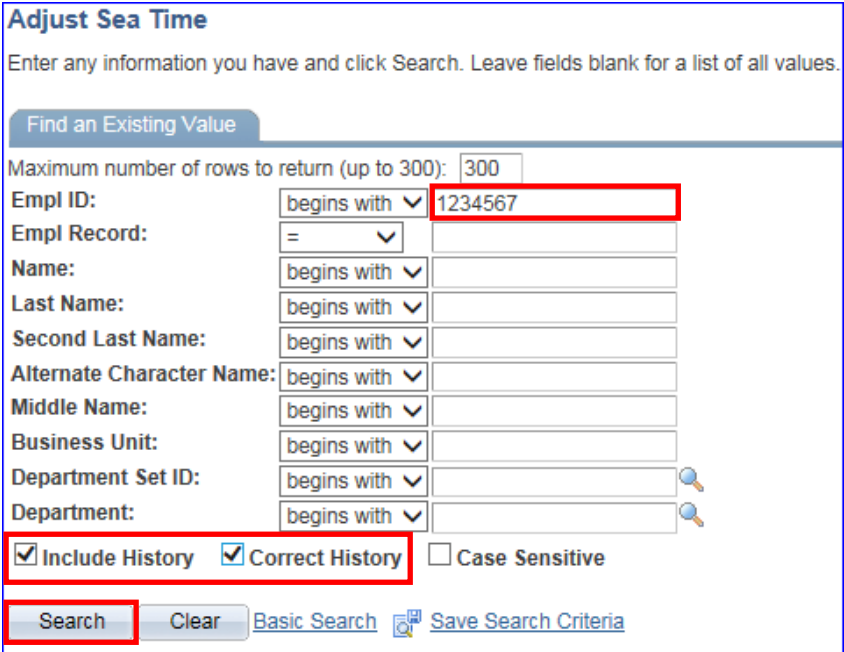
Introduction

This guide provides the procedures for deleting a row of Career Sea Pay Neutral Time in Direct Access. This guide should be used when incorrect dates were entered for Neutral Time as well as erroneous Neutral Time submissions.

NOTE: Any time a row of Neutral Time is deleted, a trouble ticket MUST be submitted to PPC so they can verify the Career Sea Time Balances have updated correctly.

Procedures

See below.

Step	Action
1	<p>Select Sea Time Balances from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the member's Empl ID, check the Include History and Correct History boxes and hit Search.</p> 

Continued on next page

Deleting Career Sea Pay Neutral Time, Continued

Procedures,
continued

Step

3

Action

The member's Adjust Sea Time page will display. Locate the incorrect/erroneous Neutral Time row and check the **Delete** box, then click **Save**. This will route the transaction to the SPO tree for approval.

Adjust Sea Time

Popeye T Sailor

EMP

ID: 1234567

Empl Record: 0

Career Sea Time

Find | View All

First 1 of 21 Last

Last Calculated: 12/31/2015

Sea Time For Pay:

Years2

Months7

Days20

Comment:

Sea Time Accrual of 2 days. Processed on 2015-12-16-16.10.34.000000.

Last Updated: 2222222

12/16/15 4:10PM

Sea Time Stop Transactions

Customize | Find |

First 1-2 of 2 Last

Sea Pay Stop

Audit Information

Begin Date

End Date

Delete

1

06/20/2015

06/21/2015

☒

2

05/16/2015

06/19/2015

☐

Save

Return to Search

Notify

Update/Display


Include History

Correct History

Continued on next page

Deleting Career Sea Pay Neutral Time, Continued

Procedures,
continued

Step	Action
4	<p>If the row was deleted due to incorrect dates, the deletion MUST be approved before the correct row can be added. Submit the correct row of Neutral Time via the Career Sea Time Override link from the Payroll Requests section of the Requests tab.</p>  <p>The screenshot shows a web application interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs, there are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Self Service Requests' section contains links for 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Delegation Request', 'View My Requests (all types)', and 'Submit a Drill Request'. The 'Payroll Requests' section contains a grid of links including 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Foreign Language Pay', 'Hazardous Duty Pay', 'Family Separation Allowance', 'Advance Pay', 'Advance Liquidation Schedule', 'SDAP', 'Meal Rate', 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', 'Career Sea Time Override' (highlighted with a red box), 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Pay Corrections', 'Responsibility Pay Override', 'Career Sea Pay on TDY', 'Approved Absence Corrections', 'Cadet COMRATS', 'PHS Installment Special Pay', and 'PHS Monthly Special Pay'. At the bottom, there is a 'Request Reports' section with links for 'Absence Request Listing' and 'SPO Pending Transaction Report'.</p>
5	<p>Any time a row of Neutral Time is deleted, a trouble ticket MUST be submitted to PPC so they can verify the Career Sea Time Balances have updated correctly.</p>